



Mercer County One-Stop Career Center

Job Recruitment

26 Yard Avenue, Trenton, NJ

Consolidated Services Group

General Clerical Staff

Mercer County location.

Day shift.

Public Transportation.

Tuesday, September 16, 2014

9AM-Noon

ALL INTERVIEWS ARE BY APPOINTMENT ONLY.

**PLEASE CALL 609-989-6200 TO SCHEDULE
APPOINTMENT. NO WALK-INS.**

Requirements:

General Clerical Staff (NJ0931115) Seeking multiple, full-time employees. General clerical work in medical insurance services office handling telephone tasks; data entry and other basic computer tasks; and, other clerical duties as assigned. Knowledge of medical terminology a plus. Must be professional, conscientious and detail oriented. Competitive pay.

Bring updated resume and two forms of identification. Dress appropriately for interview.

*Mercer County One-Stop Career Center is an Equal Opportunity Employer with Equal Opportunity Programs.
Auxiliary aids are available to all individuals with disabilities.*

Brian M. Hughes, County Executive

Rev. 8.28.14